

Role Profile

This section provides key information relating to the role

Job Title:	Health and Safety & Resilience Manager		
Post No:	RP0043	Grade:	COC
Team:	Resident Services and Climate Change	Location:	Campus East
Responsible to:	Executive Director (Resident Services & Climate Change)		
Responsible for:	Health and Safety Officer		

Overall job purpose:

Health and Safety:

To be the Council's lead appointed competent person (Regulation 7 of the Management of health and Safety at Work Regulations 1999) for health and safety for the Council providing competent advice to the Chief Executive, Directors and the organisation.

To support and advise the Executive Director (Resident Services and Climate Change) (and deputise in their absence) in their duty to be the 'Responsible Person' for the purposes of the Fire Safety (England) Regulations 2022 and the 'Accountable Person' for the purposes of the Building Safety Act 2022 and any subsequent legislation.

Leading on all health and safety matters relating to council buildings, safe working practices of employees and contractors, enabling the Council to fulfil its duty of care and statutory obligations with regard to health, safety and wellbeing of all staff, services users and all those affected by the Council's undertaking.

Resilience (Emergency Planning):

To be the Council's lead advisor on contingency planning and organisational resilience.

To be responsible for the development and maintenance of the Council's arrangements to be compliant with the Council's statutory obligations under the Civil Contingencies Act 2004.

Business Continuity:

To be the Council's lead on Business Continuity.

To develop, implement and maintain an internal Business Continuity Management System (BCM) for the authority in compliance with the Civil Contingencies Act and promote BCM amongst the local business sector and voluntary organisations.

Key areas of focus:

	Health and Safety
1.	To be the appointed competent person (Regulation 7 of the Management of health and Safety at Work Regulations 1999) on health and safety at work for the Council.
2.	To provide high quality, assured expertise and advice to the senior management team and to the organisation to ensure compliance with the Council's duties under the Health and Safety at Work at Work Act 1974 and associated legislation, Approved Codes of Practice and guidance.
3.	To keep abreast of current and emerging legislation (and guidance) and communicate its impact on Council operations and activities.
4.	Provide leadership and develop, implement, communicate and maintain the Council's health and safety management system, comprising policies, procedures, guidance and monitoring processes that sets the strategic and operational direction of health and safety throughout the Council.
5.	To plan, organise and undertake a programme of health and safety inspections and audits across a range of business activities ensuring reports are issued and monitored for completion. Report to the Governance Group on outstanding actions.
6.	To provide health and safety training, and arrange external trainers where needed, to ensure that managers and staff are trained appropriately for their roles and the activities they undertake and to ensure compliance with health and safety legislation and duties.
7.	To regularly monitor, assess and appropriately process the accident database and ensure appropriate management action has been taken to prevent future re-occurrence of injury and ill health. To proactively undertake thorough accident investigations where needed. To identify RIDDOR notifiable accidents and ensure that these are notified to the Health and Safety Executive following consultation with the Executive Director (Resident Services and Climate Change).
8.	To chair and lead the Operational Health and Safety Board reporting on health and safety performance, including accidents and incidents, ensuring the Senior Management Team are immediately made aware of any significant accident or incident which poses a significant risk or may lead to criminal / enforcement proceedings against the Council.
9.	To provide the Executive Director (Resident Services & Climate Change) with support and updates on legislation and good practice to ensure their duty as the 'Accountable Person' for the purposes of the Fire Safety (England) Regulations 2022 and the 'Responsible Person' for the purposes of the Building Safety Act 2022 and any subsequent legislation is fully met and discharged, and cover for these roles in the Director's absence.

10.	To support, advise and challenge internal colleagues in all aspects of Building Safety Compliance including ensuring regular auditing of building safety compliance is carried out and reported to Senior Management to ensure compliance and assurance is maintained.
11.	To ensure that statutory duties in terms of landlord responsibilities for health and safety within the housing and commercial building stock are managed appropriately. To examine service reports, safety certificates and risk assessments undertaken by specialists to identify possible errors or actions that have not been addressed within timescale. To verify the accuracy and completeness of Council Housing asset management systems through sample audits and give advice on areas in need of improvement.
12.	To monitor the safety performance of external contractors engaged in construction work. To include audits of contractors delivering Council services and work programmes. To interpret legislation and its applicability to a range of work activities and assess compliance against council specific policies and statutory requirements such as the Construction Design and Management Regulations 2015. To prepare technical reports identifying breaches of legislation and highlighting measures advocated within statutory codes of practice. Tracking actions through to completion and where necessary raising concerns with service managers
13.	To undertake internal reviews of teams procuring construction work to ensure the council is complying with its Client duties under the Construction Design and Management Regulations.
14.	To provide leadership and guidance in developing a positive safety culture throughout the Council by developing working practices and rules for effectively controlling hazards, developing a positive attitude towards risk management and compliance learning from accidents, near misses and safety performance indicators and to bring about continual improvement.
	Resilience (Emergency Planning)
15.	To be the Council's lead advisor on contingency planning and organisational resilience.
16.	To be responsible for the development, maintenance, communication and exercising of the Council's emergency plans and arrangements to be compliant with the Council's statutory obligations under the Civil Contingencies Act 2004.
17.	To promote the shared responsibilities and positive culture for contingency planning and emergency response management functions across all Council departments and services, and beyond, to the wider community and strategic partners.
18.	To provide high quality, assured advice and support directly to the Chief Executive (or Directors) in their role as Gold Commander and as overall strategic lead for Resilience in the Executive Management Team.

19.	To directly support the Chief Executive and Gold Executive Directors and Directors during emergencies and major incidents and to play a key coordination role across the Council.
20.	In consultation with the Council's Safety Advisory Team to support public event planning, risk assessment and management throughout the Borough.
	Business Continuity:
21.	To be the Council's lead on Business Continuity.
22.	To develop, implement and maintain an internal Business Continuity Management System (BCM) for the authority in compliance with the Civil Contingencies Act and promote BCM amongst the local business sector and voluntary organisations.
	General:
23.	The post holder must be able to travel to sites (domestic homes, blocks, construction sites) and be physically able to undertake and manage work on sites out of the office. This would include Health and Safety Audits, inspections and accident investigations.
24.	The post holder will be required to work flexibly, occasionally outside normal working hours, in order to respond to work demands.
25.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
26.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
27.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
NEBOSH National Diploma (Level 6) in Occupational Health and Safety or similar	x		AP
Graduate or Chartered Health and Safety Practitioner as a Member of IOSH or similar professional body		x	AP
Recognised qualification in a Building Safety Compliance discipline e.g. fire safety		x	AP
Experience in Emergency Planning and/or commitment to complete suitable training		x	AP/AS/IN
Experience in Business Continuity and/or commitment to complete suitable training		x	AP/AS/IN
Experience in writing, implementing, monitoring and communicating plans, policies, procedures and guidance	x		AP/AS/IN
Proven track record of achievement of working at a senior level in local authority or similar related organisation	x		AP/AS/IN
Evidence of continued professional development	x		AP
Knowledge			
High level of awareness and evidence of good practice of Health & Safety legislation, Building Safety Compliance and CDM legislation	x		AP/AS/IN
Thorough understanding of the current issues and future challenges facing the sector and their impact across the range of council services	x		AS/IN

Knowledge of major emergency (Civil Contingencies Act) including the roles of key first responders and supporting agencies, and organisation.	x		AP/AS/IN
Knowledge of business continuity and planning	x		AP/AS/IN
Skills and abilities			
Excellent oral and written communication skills	x		AS/IN
Strong ability to work independently on own initiative and to prioritise workloads to meet deadlines and develop creative solutions.	x		AS/IN
Developed analytical and problem-solving skills	x		AS/IN
Decisive, with a logical approach to decision making	x		AS/IN
Personal integrity and positive role model of the behaviours and culture of the council	x		AS/IN
Responds positively and is able to work calmly and constructively under pressure and emergency situations	x		AS/IN
Effective influencing and negotiation skills	x		AS/IN
IT literate. Competent to at least Intermediate level in use of Word, Excel, PowerPoint and Outlook.	x		AS
Excellent presentation skills.	x		IN
Ability to prepare detailed, complex reports for senior management and member committees that are well-organised, clear, competent and articulate. Able to present the full picture without ambiguity or unnecessary detail	x		AS/IN
Other attributes			
Able to attend meetings and events, and attend emergencies, during the evening and at weekends as required	x		AS/IN
Ability to drive/travel throughout the borough and other locations as appropriate	x		AP/IN
This is a politically restricted post	x		IN

Assessment Criteria:

(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.